



St. Luke's Parish Pastoral Council Minutes
Thursday, June 13th, 2019
7:00 PM Conference Room

Attendees: Father Adam Westphal, Deacon Fred Cornwall, Deacon Don Shannon, Tonya Althaus, Dana Bastian, Teresa Busch, Andy Cink, Mary Johnson, John McPherson, Gary Olson, Brian Werner, Vicki Gilloley (Parish Growth Coordinator)

Guest: Susan Gresbach

Not Present: Father Ken, Deacon Matt Halbach, Shani Wahl

Opening Prayer: Father Adam

Old Business

- A. Discussed Co-Event planners and Co- Volunteers being guided by Vicki Gilloley, parish growth coordinator.
 - a. Need to understand Father Ken's vision for the parish
 - b. Is this the right time?
 - i. Postpone for several months
 - ii. Job descriptions are written and ready for review when the time is ready.
 - c. What are our most important current open positions/needs for volunteers within the parish? Prioritize those, first.

- B. Discuss budget for Tom Green, director of Gateways Pastoral Resources: Andy
 - a. Fr. Michael, OLIH pastor and General Vicar to the Diocese suggested Tom Green's transition process at St Luke's Bishop Pates meeting on April 30, 2019 for both Fr. Adam and Fr. Ken's transitions. This process has started.
 - i. Andy to follow up with Finance to learn which fund we can pay this through (not to exceed) and that Oxtoberfest funds have been diverted to marketing as originally planned.
 - ii. Town Hall & need for transparency to answer questions and address concerns
 - 1. Multiple opportunities/Small groups approach like the Capital Campaign gatherings or Town Hall
 - a. Some way to communicate, listen, inform, bridge divides
 - b. FAQs/messaging
 - 2. Ask Tom Green's approach
 - 3. Andy to send recent capital campaign survey results to Fr. Ken

- C. Refocus of our ministries and committee's: Dana, moved to next meeting

- D. Bookkeeper and Principal updates for St. Luke's: Fr Adam.
 - a. Misty Hade is our new principal, mostly recently principal at St. Francis's school.
 - b. A bookkeeper, not Business Manager, was hired. We welcomed Annette Bailey to St Luke's.



- E. Follow up on our proposed wedding policy: John and Deacon Fred
 - a. \$300 for parishioners, \$500 for Catholic non-parishioners, to be married and use the church for their wedding
 - i. What does OLIH charge? John to follow p
 - ii. Motion by Tonya, Seconded by Gary to allow Catholic non-parishioners to be married at St. Luke's
 - iii. Add effective date to policy
 - b. UPDATE in Late June: OLIH charges \$250 for all weddings, but since we have charged \$300 since 2018 it is proposed to stay at that rate for all weddings. Further discussion in July.
- F. Any Actions for Parish Council from Tri-Council May 8th meeting and recent capital campaign survey taken? Capital Campaign: Fr. Adam
- G. Oxtoberfest update from Teresa and Andy—First organizational meeting held.
 - a. Oct. 12th instead of Oct. 19th
 - b. Shorten event?
 - c. Make sure there are volunteers to cover for volunteers who would like to attend Mass
- H. Update on Parish Directory on any updates to have our own digital directory: Brian
 - a. Demo is set up for Instant Church Directory and a second parish directory: email to follow
- I. PC secretary candidate update: Teresa
 - a. 1 candidate, follow up on availability
- J. Any committee updates to PC.
 - a. Social Concerns is planning a mental wellness and signs of depression event with the support of a licensed mental health specialist and Julie Shannon, our parish nurse for September. Child care and a dinner will likely be planned.

New Business

- K. Parish Council Openings: three new parishioners to replace outgoing members (John, Teresa, and Andy). Mary Johnson will be the chair.
 - a. Need people who will be able to focus on the parish council and TriCouncil and not multiple other groups
 - b. Post openings in bulletin/weekly email
 - c. Targeting On boarding in August, start in September
 - d. Who do we need on the parish council?
 - i. Need a people person, a knowledge of committees, experienced in the parish, younger person to represent a large part of our demographics
 - e. Council members were asked to submit names of possible candidates to Father and the 3 open opportunities will be announced to the parish, so those interested can submit a letter of interest.



- L. Celebration for Fr. Adam June 30th 11:30 food, and 1PM program. John, Dana, Brian. Fr. Ken welcome will be on his 1st weekend of masses at St. Luke's on July 13-14, Name Tag and Donuts for Sunday Masses and Bars, Sunday evening Masses planned: Andy, Fr Ken welcome team.
- M. Bishop Pates visit and saying Mass on June 16th. May hear questions from parishioners will set up donuts and coffee for the two masses at 8:30 and 10:30 am: Andy & Welcome team.
- N. Ankeny SummerFest July 13th 1-4PM: Dana & Vicki
 - a. Sponsorships are an excellent way to spread the news about St. Luke's
 - i. St Luke's is sponsoring the Cardboard Regatta
 - ii. Volunteers
 - 1. Volunteers to run the tent/booth at the Cardboard Regatta
 - a. Would like the whole TriCouncil to volunteer for at least 1 hour (1-4PM)
 - 2. Volunteers to pull boats out of the lake
 - b. Parade Float for the whole parish
 - i. Holy Cow themed float, SummerFest's theme is "Giddy Up"
 - ii. Giant cow named Luka
 - iii. Bracelets, candy, green bandanas, t-shirts
 - c. School
 - i. Video to be played during Summerfest
 - ii. Part of SummerFest Scavenger Hunt
 - d. Mini flyers for the end of the pews
- O. Any additional items for discussion or corrections?
 - a. Capital Campaign update
 - i. Reviewed original and new 2nd capital campaign data
 - 1. Sending out 500 letters following up on our 1st year anniversary
 - 2. New parishioners are joining the capital campaign and some parishioners didn't pledge.
 - 3. Some pledgers haven't started donating.
 - 4. We have very good statistics on the campaign that we can use to communicate.
 - b. Next meeting will be moved from the second Thursday of July to July 10th (Wednesday) at 7PM in the conference room
- P. Closing prayer—Fr Adam

Summary for bulletin

June's parish pastoral council meeting included a lot of discussion on a varied of topics including the services of Gateways Pastoral Services to help us through our pastor transition, communication and transparency approaches, updates on our new bookkeeper and principal, our one year anniversary of the capital campaign, and an online parish directory. Upcoming events that we are planning include the Bishop's Sunday Masses, Fr. Adam's Farewell, Fr. Ken's welcome, and Oktoberfest. There was a good



discussion of the importance and need for volunteers for St. Luke's SummerFest sponsorship of the Cardboard Regatta July 13th, the SummerFest parish parade (July 13th) float and the SummerFest scavenger hunt. The council is actively seeking 3 new members for 3-year terms beginning in September. New volunteer opportunities may arise after we transition in July. The meeting began and ended in prayer.

Respectfully submitted by Teresa Busch, council secretary